Home and Community-Based Services Waiver Program

HP Provider Relations/June 27, 2014

Agenda

- Objectives
- Overview of the Home and Community-Based Services (HCBS) Waiver Program
- Member eligibility
- Billing information
- Electronic claim filing
- Paper claim filing hints
- Remittance Advice (RA)
- Claim voids and replacements
- Helpful tools





Objectives

At the end of this session, providers will understand the following:

- Origin of the Medicaid waiver program
- Waiver provider enrollment process
- Requirements necessary for a member to qualify for waiver services
- How to verify member eligibility
- How to submit and adjust claims



Medicaid Waivers

What Is the Home and Community-Based Services Waiver Program?

- In 1981, the federal government created the Title XIX HCBS Program
- This program, referred to as the waiver program, created exceptions to or "waived" traditional Medicaid requirements
- The State government requested a waiver from the Centers for Medicare & Medicaid Services (CMS) to obtain additional funding through the Medicaid program
- The waiver allows for the provision and payment of HCBS that are not provided through the Medicaid State plan
- Medicaid waiver programs are funded with both State and federal dollars



What Is the Home and Community-Based Services Waiver Program?

- The Medicaid HCBS waivers fund supportive services to individuals in their own homes or in community settings rather than in a long-term care facility setting
- The Medicaid HCBS waivers fund services to the following:
 - Individuals who meet the level of care specific to a waiver
 - Individuals who meet the financial limitations established by the waiver



What Is the Home and Community-Based Services Waiver Program?

- In addition to waiver services, waiver members receive all Medicaid services under the State plan (Traditional Medicaid) for which they are eligible
- The State administers five HCBS waivers and one grant under three distinct governmental divisions





Home and Community-Based Services Waivers

- Administered by the Division of Aging (DA)
 - Aged and Disabled (AD) Waiver
 - Traumatic Brain Injury (TBI) Waiver
 - Money Follows the Person (MFP) Demonstration Grant
- Administered by the Division of Disability and Rehabilitative Services (DDRS)
 - Community Integration and Habilitation (CIH) Waiver (formerly Developmental Disabilities and Autism waiver)
 - Family Supports (FS) Waiver (formerly Support Services waiver)
- Administered by Division of Mental Health and Addiction (DMHA)
 - Psychiatric Residential Treatment Facility (PRTF) Transition Waiver (formerly CA-PRTF Grant)



Home and Community-Based Services Waivers

- The Community Alternative to Psychiatric Residential Treatment Facilities Demonstration Grant ended as of September 30, 2012
- Transitioned to PRTF Transition Waiver effective October 1, 2012





PRTF Transition Waiver

- Deficit Reduction Act (DRA) of 2005 authorized the transition from CA-PRTF Grant to the PRTF Transition Waiver October 1, 2012
- Under the DRA, only participants on the grant (as of September 30, 2012) were allowed to transition to the waiver October 1, 2012
- The DRA does not allow for any additional participants to be added to the waiver after October 1, 2012
- Waiver eligibility, services, provider qualifications, and policies and procedures remain unchanged following the transition from grant to the waiver



Money Follows the Person

Overview

- Demonstration grant through CMS
- Helps interested individuals transition from a nursing facility or PRTF to a community-based setting
- Case managers from CareStar help facilitate transition
- Participants may receive waiver services plus the following additional program services:
 - Additional transportation
 - Personal Emergency Response System
- After 365 days, participants transfer seamlessly to one of the waivers



Indiana Family and Social Services Administration Waiver Divisions

- The following divisions support the administration of the HCBS waivers and grants:
 - CIH and FS Waivers
 Division of Disability and Rehabilitative Services
 402 W. Washington St., Room W451
 Indianapolis, IN 46207
 Telephone: 1-800-545-7763
 - AD and TBI Waivers and MFP Demonstration Grant Division of Aging 402 W. Washington St., Room W454 Indianapolis, IN 46204 Telephone: 1-888-673-0002

PRTF Transition Waiver
 Division of Mental Health and Addiction
 402 W. Washington St., Room W353
 Indianapolis, IN 46204
 Telephone: 1-800-901-1133



Division of Family Resources

- The Medicaid enrollment process starts with the Division of Family Resources (DFR), which performs the following:
 - Enters a member's application into the eligibility tracking system known as the Indiana Client Eligibility System (ICES)
 - Determines a member's eligibility status
 - Makes spend-down determinations if necessary
 - Maintains member information and eligibility files





Exception to the rule

 If an individual meets waiver level of care (LOC) requirements but is not eligible for Medicaid, the individual may become eligible for Medicaid under special waiver eligibility rules





- Members must qualify for waiver program eligibility
- Individuals who meet waiver LOC status and are eligible for Medicaid may be approved to receive waiver services
- A limited number of slots are available for each waiver
- An individual who is eligible for Medicaid cannot receive waiver services until the following occur:
 - A funded slot is available
 - A waiver LOC is established for the member
 - A service plan is approved (the budget demonstrates the cost-effectiveness of waiver services when compared to institutional costs)



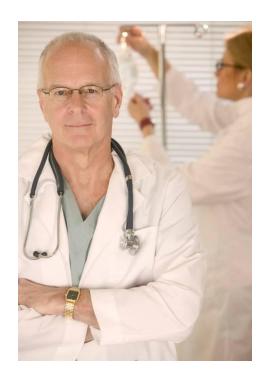
Once eligibility requirements are met, the following occur:

- An individualized service plan is developed by a case manager, the client and/or the client's representative, and other service providers and is reviewed by the State
- Information from the service plan is incorporated into a Notice of Action (NOA)
 - The NOA lists the approved services that the client may receive along with the approved date span, units, and charge per unit
- Information from the NOA is sent to Hewlett-Packard (HP) for placement on the member's prior authorization (PA) record
- Services are provided and claims are paid
 - A claim pays only if PA dollars, units, and services are available for the dates of service submitted on the claim
 - An approved NOA is not a guarantee of payment for a claim; providers must verify member eligibility to ensure Medicaid coverage and waiver LOC



HP role

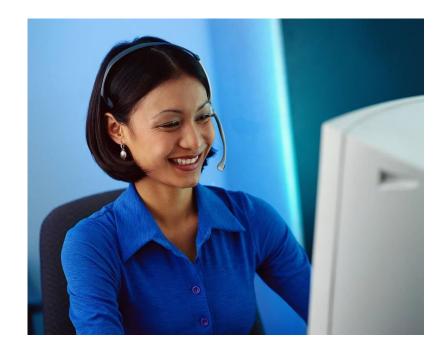
- Receives member data from ICES
- Updates Indiana AIM within 72 hours
- Provides and supports the Eligibility Verification System (EVS)
- Makes EVS available 24 hours a day, seven days a week





Eligibility Verification System

- It is the provider's responsibility to verify a member's eligibility prior to providing a services
- The following three EVS options are available:
 - Web interChange
 - Automated Voice Response (AVR)
 - Omni device





Eligibility Verification System using Web interChange

- The following is available through Web interChange:
 - Member information such as member identification number (RID), Social Security number, Medicare number, or name and date of birth
 - Spend-down information
- Web interChange is accessible via provider.indianamedicaid.com







Contact Us

Logon

Restricted

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No

QMB

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MRO Inquiry			Search Reset		
NOP Inquiry	·				
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Pharm Member Profile	Member is Eligible from 03/1	19/2012 to 03/19/2012 for	PACKAGE A STANDARD PLAN		
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Eligibility Verification System using the telephone

- AVR provides the following:
 - Member eligibility verification
 - Benefit limits
 - PA verification
 - Claim status
 - Check/RA inquiry
- Contact AVR at (317) 692-0819 in the Indianapolis local area or toll-free at 1-800-738-6770





Waiver Billing Information

Waiver Billing

- When billing for HCBS waiver services, it is important to have the NOA available to bill properly
- The NOA lists the following information:
 - Approved service providers
 - Approved service codes and modifiers
 - Approved number of units and dollar amounts
 - > Units on the NOA may be in time increments
- See the appropriate Division-specific HCBS Waiver provider manual:
 - Division of Aging Home and Community-Based Services Waiver Provider Manual
 - Division of Disability and Rehabilitative Services Home and Community-Based Services Waiver Provider Manual
 - Division of Mental Health and Addiction Home and Community-Based Services Waiver Provider Manual (pending)



Waiver Billing

Authorized Services

- Only authorized services may be billed
- For services to be authorized, they must fulfill the following criteria:
 - Meet the needs of the member
 - Be addressed in the member's service plan and be identified on the NOA
 - Be provided in accordance with the definition and parameters of the service as established by the waiver





Notice of Action

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Waiver Billing

- Waiver providers should submit their claims electronically via the 837P transaction or Web interChange
- The CMS-1500 claim form is used when submitting paper claims
- Waiver providers are considered atypical and do not report a National Provider Identifier (NPI) on their claims
- Waiver providers do not report or use a taxonomy code
- Waiver providers submit claims using their Legacy Provider Identifier (LPI) with the alpha location suffix



Primary Diagnosis Required

BR201210

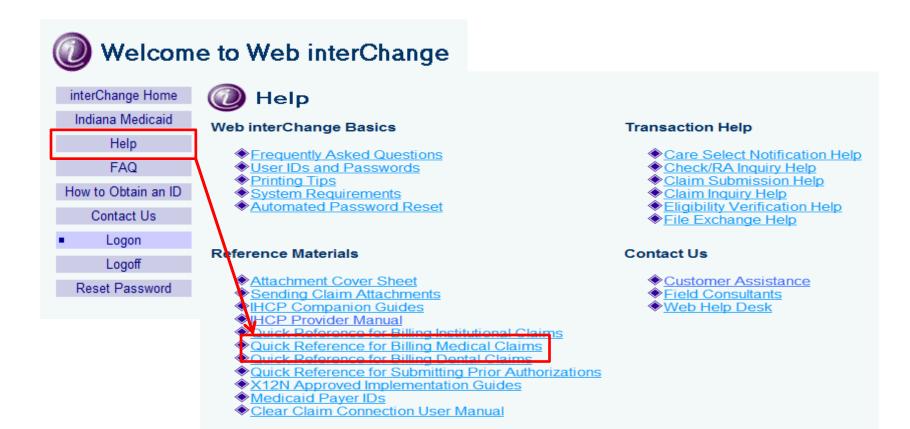
- Effective April 1, 2012
- Required for both paper and web interChange claim submissions
- Waiver providers should bill diagnosis code 7999 as primary diagnosis code when the actual diagnosis is not known
- Web interChange claims submitted without primary diagnosis code 7999 generates the following error message: "primary diagnosis is required"
- Paper claims missing the primary diagnosis code will be denied for edit 258 – Primary diagnosis code missing



Electronic Claim Filing

Billing Information

Quick Reference Guide

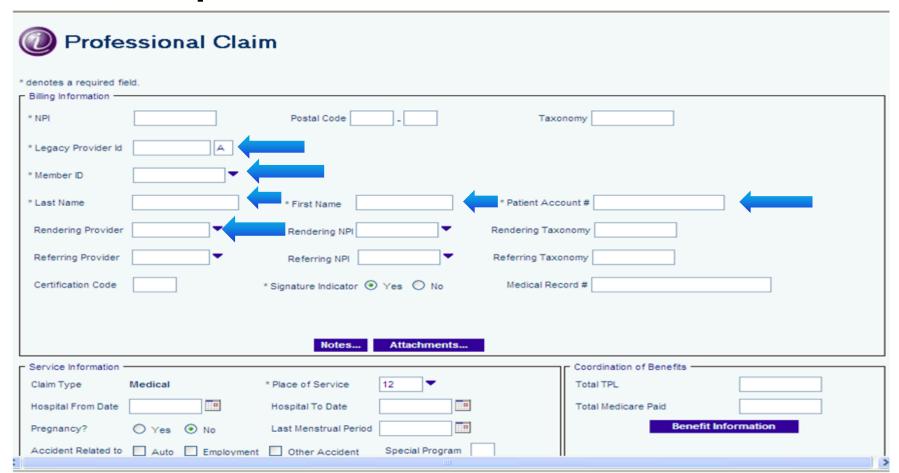


Web interChange

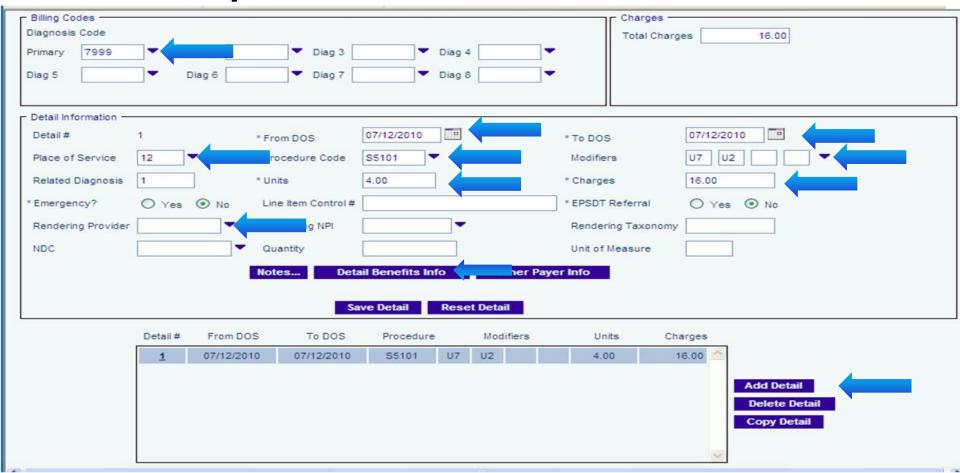
Quick Reference Guide



Claim Completion

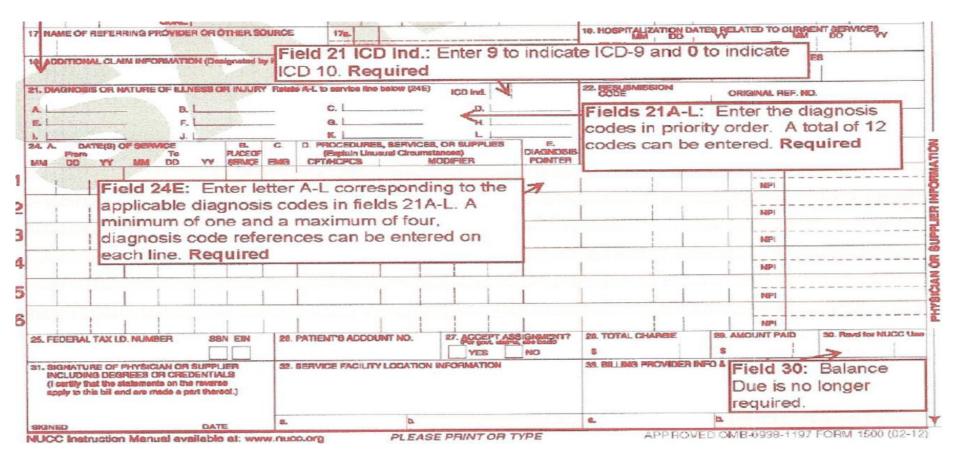


Claim Completion



Paper Claim Filing

CMS-1500 Claim Form



Paper Claim Filing

CMS-1500 instructions

- 1: INSURANCE CARRIER SELECTION Enter X for Traditional Medicaid
- 1a: INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1) Enter the IHCP member identification number (RID). Must be 12 digits
- 2: PATIENT'S NAME (Last Name, First Name, Middle Initial) Provide the member's last name, first name, and middle initial obtained from the Automated Voice Response (AVR) system, electronic claim submission (ECS), Omni, or Web interChange verification
- 21.1: DIAGNOSIS **7999** will always be used when billing waiver services if the member diagnosis is unknown by the service provider

June 2014

- 24A: From and To dates of service
- 24B: Place of service
- 24D: Billing service code in conjunction with appropriate modifiers



Paper Claim Filing

CMS-1500 instructions

- 24E: DIAGNOSIS CODE Enter Letter A-L corresponding to the applicable diagnosis codes in field 21. A minimum of one, and a maximum of four, diagnosis code references can be entered on each line.
- 24F: \$ CHARGES Enter the total amount charged for the procedure performed, based on the number of units indicated in field 24G.
- 24G: DAYS OR UNITS Provide the number of units being claimed for the procedure code. Six digits are allowed.
- 24I: ID QUAL (top half shaded area) Enter a 1D qualifier for the rendering provider ID.
- 24J: RENDERING PROVIDER ID # (top half shaded area) If entering an LPI, the entire nine-digit LPI must be used. If billing for case management, the case manager's number must be entered here.



Paper Claim Filing

CMS-1500 instructions

- 28: TOTAL CHARGE Enter the total of all service line charges in column 24F
- 29: AMOUNT PAID Enter .00 in this field
- 31: SIGNATURE Enter the date the claim was filed
- 33: BILLING PROVIDER INFO & PH # Enter the billing provider office location name, address, and the ZIP Code+4
- 33b: Enter the qualifier 1D and the LPI



Paper Claim Filing

Helpful hints

- Verify that the claim form is signed or complete the Claim Certification Statement for Signature on File
- Send paper claims to the following address:
 - HP Waiver Program Claims
 P.O. Box 7269
 Indianapolis, IN 46207-7269
- Review the RA closely and adjust any claims that did not process as expected





Remittance Advice

Statement with claims processing information

- RAs provide information about claims processing and financial activity related to reimbursement including the following:
 - Internal control numbers with detail-level information
 - Claim status (paid or denied)
 - Total dollar amount claims paid, denied, and adjusted
- RAs are available on Web interChange
 - Under the Check/RA Inquiry tab
 - For more information, see Chapter 12 of the IHCP Provider Manual





Claim Adjustments

Replacements and voids

- Replacements and voids are performed using Web interChange
- Replacement" is a Health Insurance Portability and Accountability Act (HIPAA) term used to describe the correction of a submitted claim
- "Replacements can be performed on claims in a paid, suspended, or denied status
- Denied details can be replaced or rebilled as a new claim
- To avoid unintentional recoupments, submit paper adjustments for claims finalized more than one year from the date of service
 - Paper adjustments can only be processed on claims in a paid status
- "Void" is the term used to describe the deletion of an entire claim.
- Voids can be performed on paid claims only



Edit 5001 – Exact duplicate

- Cause:
 - The claim is an exact duplicate of a previously paid claim
- Resolution:
 - No action is required as the claim has already been paid





Edit 4216 – Procedure code not eligible for recipient waiver program

- Cause:
 - Provider has billed a procedure code that is invalid for the waiver program
- Resolution:
 - Verify the correct procedure code has been billed
 - Verify the procedure code billed is present on the NOA
 - Correct the procedure code and rebill your claim



Edit 2013 – Recipient ineligible for level of care

Cause:

 Waiver provider has billed for a member who does not have a waiver LOC for the date of service

Resolution:

- Contact the waiver case manager to verify the LOC information is accurate
- Verify that the correct date of service has been billed
- If the code billed is incorrect, correct the code and rebill



Edit 3001 – Date of service not on PA database

- Cause:
 - The date of service billed is not on the PA file
- Resolution:
 - Verify the correct date of service has been billed
 - Verify that the date of service billed is on the NOA
 - Verify the procedure code billed is present on the NOA
 - Contact the Insite Helpdesk to verify the NOA is correct (317) 232-7858



Find Help

Helpful Tools

- IHCP website at indianamedicaid.com
- IHCP Provider Manual (web, CD, or paper)
- INsite Help Desk
 - insite.helpdesk@fssa.in.gov
- Customer Assistance
 - 1-800-577-1278 toll-free or (317) 655-3240 in the Indianapolis local area
- Written Correspondence
 - HP Provider Written Correspondence
 P. O. Box 7263
 Indianapolis, IN 46207-7263
- Provider Relations field consultant
 - provider.indianamedicaid.com/contact-us/provider-relations-fieldconsultants.aspx
 - Web interChange > Help > Contact Us

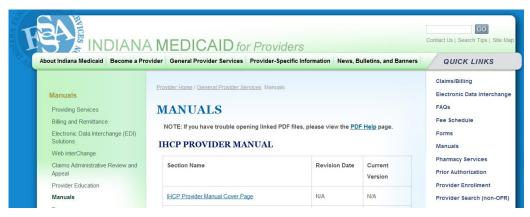




Helpful Tools

Avenues of Resolution

- Division of Aging Home and Community-Based Services Waiver Provider Manual
- <u>Division of Disability and Rehabilitative Services Home and Community-Based Services</u>
 Waiver Provider Manual
- Division of Mental Health and Addiction Home and Community-Based Services Waiver Provider Manual (pending)





Helpful Tools

Avenues of Resolution

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- Division of Aging 402 W. Washington St., Room W454 Indianapolis, IN 46204 Telephone: 1-888-673-0002
- Division of Mental Health and Addiction 402 W. Washington St., Room W353 Indianapolis, IN 46204 Telephone: 1-800-901-1133





Q&A